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Committee for Programme and Coordination
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Item 2 of the provisional agenda*
Adoption of the agenda and organization of work

Current notional costs of documentation and utilization of interpretation services

Note by the Secretariat

In accordance with paragraph 9 (a) of General Assembly resolutions 50/206 C of 23 December 1995 and 32/71 of 9 December 1977, the Secretariat is submitting herewith for the attention of the Committee for Programme and Coordination the current notional costs of documentation and the utilization of conference resources by the Committee during its thirty-ninth session, from 7 June to 2 July 1999.

Current notional costs

	United States dollars
One page of documentation in six languages	1 018
One hour of meeting time with interpretation in six languages and support services	1 774
One hour of meeting time with interpretation in six languages, support services and summary records in three languages	3 120
One hour of meeting time with interpretation in six languages, support services and summary records in six languages	4 448
One hour of meeting time with interpretation in six languages, support services and verbatim records in six languages	7 478

* E/AC.51/2000/1.

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Utilization of interpretation resources

At its thirty-ninth session (7 June to 2 July 1999) the Committee made use of interpretation services as shown below.

Week of	*A*	*B*	*C*	*D*	*E*	*F*	*MR*	*PAF*	*UF*	*Minutes*
30 April Organizational session	2	0	1	1	0	0.10/2.15	50	50	10	145
7-11 June	10	0	0	10	0	3.15/0	100	100	89	195
14-18 June	10	3	0	13	0	2.30/0.10	130	70	93	160
21-25 June	10	9	0	19	0	4.20/0	190	10	92	260
28 June to 2 July	15	7	2	20	1	6.50/0.10	133	40	85	420
Total	**47**	**19**	**3**	**63**	**1**	**17.05/2.35**	**113**	**53**	**90**	**1 180**

Key

A Number of meetings planned by a given organ at a scheduled session
B Number of additional meetings held during the session
C Number of meetings cancelled during the session
D Number of meetings actually held
E Number of unrelated reassignments
F Amount of time lost owing to late starting/early ending (hours and minutes rounded to the nearest five minutes (e.g., 5.25 = 5 hours and 25 minutes)
MR Meeting ratio, calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A)
PAF Planning accuracy factor, calculated as meetings planned, minus additional meetings, minus cancellations, all as a percentage of meetings planned (A minus B minus C as a percentage of A)
UF Utilization factor, the percentage of available conference resources actually used by the organ in question. The utilization factor is based on the following calculation:

$$\frac{(A+B) - (C-E) - (F/3)}{(A+B)} = UF$$

In the foregoing calculation, the number of hours lost as a result of late starting and early ending is converted into the equivalent of meetings lost by dividing the total by three, since the standard meeting time is three hours. The number of unrelated assignments is subtracted from the number of cancelled meetings. The difference between the two and the number of meetings lost is then subtracted from the sum of meetings planned and additional meetings held. The result is expressed as a percentage of the sum of meetings planned and additional meetings held.